

PARENT COUNSEL CONTRACT APPLICATION PACKET

The following items are enclosed:

1. Application form for Parent Counsel Program Contract
2. Qualification form for educational prerequisites and clinical prerequisites
3. Administrative Order No. 15 of the Supreme Court
4. Contract and Grant Disclosure and Certification Form

GENERAL INFORMATION

1. Applications will be reviewed as received in order to fill the position as soon as possible. Applications may be returned by mail, e-mail, fax, or in person to Lynn Pence, 303 W. Capitol, Ste 200, Little Rock, AR 72201. Fax number 501-376-3664. lpence@arkanaslegalservices.org.
2. Applicants will be notified by letter or e-mail as soon as possible as to the awarding of the contract(s).
3. Parent Counsel Professional Services Contracts do not include benefits and are reviewed in the spring of each year for a July 1st renewal. No taxes are withheld in connection with Professional Services Contracts and a 1099 form will be provided and the income reported to the IRS.
4. Administrative Order No. 15 of the Arkansas Supreme Court (Sections 1 and 2) promulgated September 21, 2001, outlines the standards for parent counsel in dependency-neglect cases. These standards are incorporated into the contract and will be enforced. Be sure you have read and understood the requirements of those standards before applying for a contract.
5. Parent counsel in juvenile court must be qualified pursuant to Supreme Court Administrative Order No. 15. This includes 10 hours of specialized CLE and a clinical prerequisite. **THESE REQUIREMENTS MUST BE MET BY THE EFFECTIVE DATE OF THE CONTRACT. THEY DO NOT HAVE TO BE MET PRIOR TO APPLICATION.** If you are currently qualified as parent counsel in dependency-neglect cases you do not need to complete or submit this form. If you are a qualified AAL and are seeking parent counsel qualification, on the form for the educational component, write in "ATTORNEY AD LITEM QUALIFIED" and you will need to complete the clinical prerequisite prior to the effective date of the contract.
6. The documents required to apply for the parent counsel contract are:
 - a) A cover letter explaining why you would like to be a dependency-neglect parent counsel and how your present professional responsibilities allow you to adequately provide parent counsel representation to clients under the contract for which you are applying.
 - b) The application form
 - c) A resume with three references
 - d) A completed Contract and Grant Disclosure and Certification Form
 - e) D-N Qualification Form, if applicable

7. The parent counsel professional fee is based on the percentage of cases for which the attorney contracts. Contracts will be written for a portion of the caseload for which representation is needed in a judicial district. The attached chart outlines the funding allocations by judicial districts for an applicant to determine amounts available for contract. Until contracts are finalized, judicial districts will be held to a monthly allocation for attorney fees and expenses. The AOC will also contract with six conflict attorneys who will be paid on an hourly rate of \$75.
8. To monitor compliance with standards, to assure program quality, to assure accountability under professional services contract positions, and for general information-gathering purposes for the program and for the child welfare field, monthly reporting of cases and case activity is required. This is an integral part of the contract and monthly contract payments will not be processed until attorneys submit the required monthly report. A copy of the monthly report is posted on the judiciary web. Reporting requirements shall be strictly enforced.
9. Parent counsel who are appointed to represent in dependency-neglect cases are required to continue representation in all stages of the case. Attorneys will be responsible for the notice of appeal, the indigency hearing for appeal, and the transmitting of file/case information to the Public Defender's Commission within 24 hours.
10. Access to a working e-mail account will be a requirement for the awarding of a contract and a working e-mail account is required at all times during the terms of the contract.
11. Contractors may on occasion be asked to cover a case in an adjoining or nearby county if the contract parent counsel for that county has a conflict of interest.
12. If you have questions, please email Lynn Pence at lpence@arkansaslegalservices.org

Lynn Pence
Parent Counsel Program Coordinator
Center for Arkansas Legal Services
303 W. Capitol, Ste 200
Little Rock, AR 72201
Phone (501)376-3423
Fax (501)376-3664

lpence@arkansaslegalservices.org

**APPLICATION FOR PARENT COUNSEL CONTRACT
ADMINISTRATIVE OFFICE OF THE COURTS
DIVISION OF DEPENDENCY/NEGLECT REPRESENTATION**

Name _____ Today's Date _____
Mailing Address _____
Physical Address _____
Phone Number _____ Fax Number _____
E-Mail Address _____ Cell _____
Bar # _____ SS or Tax ID # _____

My proposal would be to provide representation in the following judicial districts and county(ies) for the approximate percentage of cases listed: *{If applying for multiple contracts, list separately each judicial district for which you would like to be considered for a contract}*

JUDICIAL DISTRICT CONTACTS:

Judicial District: _____ County(ies): _____
Percentage of cases _____

Judicial District: _____ County(ies): _____
Percentage of cases _____

Judicial District: _____ County(ies): _____
Percentage of cases _____

CONFLICT ATTORNEY CONTRACTS:

Conflict Attorney: _____ North West Arkansas _____ North East Arkansas _____
_____ Central Arkansas _____ South West Arkansas _____ South East Arkansas

TRAINING AND EXPERIENCE:

Date of Licensing in Arkansas _____

Are you currently in good standing with the Arkansas Supreme Court? _____

Are you listed on the child abuse central registry _____ Yes _____ No

Are you currently serving as an AAL in dependency/neglect (D-N) cases? _____ Yes _____ No

Are you currently serving as a parents attorney in D-N cases? _____ Yes _____ No

If so, state the approximate period of time you have engaged in that representation, the judge and jurisdiction served, whether appointed or retained and the current method of payment. Also estimate the number of dependency/neglect cases you currently handle and list the counties you currently serve.

Are you currently qualified as a juvenile ad litem pursuant to Admin. Order No. 15? _____

Are you currently qualified as a parent counsel pursuant to Admin, Order No. 15? _____

Please detail your legal experience in children and family related issues and specify the types of cases (dependency-neglect, FINS, delinquency, child custody, etc)

Please outline any other legal representation or activities you expect to engage in during the course of this contract. (Private law firm, state agency employee, other state or county contract, or appointment, elected office, or part-time employee status such as deputy public defender, prosecutor, municipal judge, etc.) Please break down the percentage of time you expect to devote to these dependency-neglect cases and any outside practice or professional obligations.

Do you know of any potential conflicts of interest between representation in dependency-neglect cases in the judicial district for which you are requesting a contract and any of your current or past professional endeavors? If so, please explain.

Have you served as an attorney for the Department of Human Services in any capacity in the past 10 years? ____Yes ____No If so, in what capacity and in what counties did you serve ?

PLEASE ATTACH RESUME